MINUTES

COMMUNITY SERVICES COMMISSION OF THE CITY OF LA HABRA

Wednesday, December 9, 2020

PRELIMINARY: These Minutes to be considered for approval on January 13, 2020.

Chair Laveaga called the Regular Meeting of the Community Services Commission to order at 6:35 p.m. via Zoom teleconference call in La Habra, California.

COMMISSIONERS PRESENT:

Garcia (late), Felix, Kempker, Laveaga,

Schmidt and Surich

COMMISSIONERS ABSENT:

Trujillo

OTHER OFFICIALS PRESENT:

Kelly Fujio, Director of Community Services, Kimberly Albarian, Community Services Manager and Catherine Villanueva, Child

Development Manager

I. PUBLIC COMMENTS:

II. CONSENT CALENDAR:

MOVED BY Commissioner Surich, seconded by Commissioner Schimdt and CARRIED (3-0), TO APRROVE THE COMMUNITY SERVICES COMMISSION MINUTES OF NOVEMBER 18, 2020 and the CHILD DEVELOPMENT MANAGER'S MONTHLY STATUS REPORT FOR EARLY HEAT START, COST REIMBURSEMENT REPORT, MONTHLY PROGRAM REPORT AND CACFP REPORT.

Said motion CARRIED with the exemption of the November meeting minutes correction to reflect Commissioner Kempker attended the November 18, 2020 meeting by the following roll call vote:

AYES:

Laveaga, Schmidt, Surich

NOES:

NONE

ABSENT: ABSTAIN: Garcia, Trujillo Felix, Kempker

III. CONSIDERATION ITEMS:

Director of Community Services Fujio gave an overview of the Request for Information (RFI) process for Portola Park. An RFI was released to see if interested vendors are interested in operating various portions or all of the park. Vendors were encouraged to submit proposals that outline their ideas, scope of work, potential investment in the project and revenue to the City. The Community Services Department received five responses to the Request for Information. Five proposals were submitted and staff included other options for consideration.

Operator	Type of Proposed Activity	Capital Investment	Fiscal Impact	Lease Terms
1	Produce youth and adult performances in the La Habra Depot Theater. Develop a 750-seat outdoor amphitheater, coffee shop, arts education building in lieu of tennis center. Parking improvements include expanding to 325 spaces. Preliminary sketch design plans submitted.	Proposes new annex building that includes scenic building shop, costume storage, rehearsal space that can be converted to a 60-seat black box, media studio, dressing rooms, green room, additional wing space for stage, office space and courtyard/garden.	City to receive 10% of the gross revenues of all shows, performances and classes and 30% of any gross revenue of any class, workshop or camp promoted and registered by the City. Annual rental rate \$4,800 for Depot Theater and \$7,500 for other proposed rental amenities. City to invest and operate the Sports Complex.	Long term agreement for the operations of the Depot Theater, amphitheater, coffee shop, annex building and arts education building.
2	Operate Tennis Center and open a cafeteria for tennis players and other park visitors to patron. Tournament event donation to the City	Install two shade structures to create semi indoor courts = \$100,000 and build an observation deck = \$50,000.	\$5,500 a month or \$66,000 flat rental rate.	10+10-year lease option with upfront capital investment \$150,000
3	Convert the Tennis Center into a multisport entertainment complex	Installation of 4-6 new artificial grass soccer fields, LED lighting upgrade throughout facility	First year, \$3,750 a month increasing by 2% starting in third year of	10-year lease with optional 10- year renewal

	To a tarta a taranta		I I a a a a	1
	featuring tennis, pickleball and futsal/soccer.	and tennis court resurfacing.	lease agreement.	
4	Convert the Tennis Center into a multimillion state of the art sports facility with a café to be funded, maintained, staffed and operated at the sole cost and expense of Operator.	\$472,000 - \$712,000 \$4.5 million investment	\$110,000 annual lease fee and \$20,000 annual donation to City event. Rent will increase per CPI index every five years of lease renewal.	20-year lease + 10-year renewal option
5	Create a family and recreation area within the already existing Tennis Center footprint. The multi-sports complex will include 5X5 soccer, E-Sports games, tennis and pickleball.	\$1.5 - \$2.5 million investment. Additional investments will be considered for other portions of the park depending on a long-term lease agreement.	Collaboration with iTennis, LLC. Annual City donation	10-15-year lease agreement
OTHER ACTIVITY OPTIONS				
6	Aquatic Center	No general funds available, need to research grant opportunities, seek a developer or building sponsor	Operate as an Enterprise Fund or generate revenue through memberships, classes, swim meets, rentals, etc., sponsorships	City Operated/Lease Option
7	Sports Activity Center Basketball, volleyball, fitness gym, yoga, racquet ball	No general funds available, need to research grant opportunities, seek a developer or building sponsor	Operate as an Enterprise Fund and generate revenue through a variety of activities, programs and events, sponsorships	City Operated/Lease Option
8	Outdoor Amphitheater	No general funds available, need to research grant	Operate as an Enterprise Fund or generate	City Operated/Lease Option

		opportunities, seek a developer or building sponsor	revenue through a variety of activities including season subscriptions, annual passholder, ticket sales and sponsorships.	
9	Tennis Center	Operate as is with minimal improvements and investments	Operate as an Enterprise Fund or generate revenue through classes, tournaments, memberships, sponsorships, rentals, etc.	City Operated/Lease Option

None of the RFI proposals included all aspects of the park as it relates to improvements and enhancements, investments and operations of the Tennis Center, Depot Theater, parking lot and baseball fields. It will take a more experienced developer and investor to complete such an extensive project with a diverse scope of work.

Based on the information provided, the park improvements can be divided into separate sections: 1. Sports 2. Cultural Arts. They can also operate independently on the same site which is similar to when iTennis, LLC and Mysterium Theater co-existed.

The proposed capital improvement projects include investments ranging from \$150,000 to \$4.5 million dollars. All Operators want a long-term lease agreement to demonstrate a commitment and partnership on their investment. The lease fee options vary from \$4,800 to \$110,000 a year in revenue to the City. Operator will be responsible for all costs associated with operating facility including custodial services, utilities, insurance, possessory interest tax and other required operating expenses.

If the City decides to independently operate any of these options, the revenue will be far less than a lease rental fee. This is due to standard routine maintenance costs, administrative overhead and operating expenses associated with the City.

Staff will conduct a community survey to help identify the needs of the residents. This survey will initially be targeted to the local community but residents outside the city may participate and complete a survey. La Habra residents will have some priority and prescheduled times available before opening to the general public.

COMMISSION COMMENTS:

Commissioner Garcia asked about the impact to the new Museum Immersion Building. Director of Community Services Fujio said that parking will be included in the RFP.

Commissioner Surich asked if more than one vendor can operate at Portola Park. Director of Community Services Fujio said it will depend on the specific uses of the site. Staff will evaluate separately if there are separate proposals for cultural arts and sports.

Commissioner Laveaga asked about adding a refreshment clause in the RFP. Director of Community Services Fujio and representatives from Boxcar Theatrical talked about converting a train car into a café bar.

Commissioner Kempker wanted to confirm dates for the RFP. With the Commission's recommendation, the proposed timeline is to take the recommendation to the City Council on January 18th. The RFP will then be available in February and March and most likely be evaluated in April.

Commissioner Laveaga asked how the tennis center was operating prior to the Covid pandemic. ITennis is on a month to month lease and gives the City \$3,500 in lease payments each month. However, there are some improvements that need to be made and they are not willing to invest unless they receive a long-term lease agreement.

PUBLIC COMMENTS:

Tyler Stauffer and Allan Kasen from Boxcar Theatricals introduced themselves and spoke on Option 1. They would like to see a blend of Cultural Art and Sports activities.

Staff recommends the Community Services Commission recommend to the City Council that a generic Request for Proposal for state-of-the-art mixed multipurpose use at Portola Park. The City will release a separate RFP to operate the Depot Theatre, separate from the overall RFP for Portola Park.

MOVED BY Commissioner Garcia, seconded by Commissioner Surich and CARRIED (6 -0), that the COMMUNITY SERVICES COMMISSION RECOMMEND TO THE CITY COUNCIL THAT STAFF BE ABLE TO RELEASE AN REQUEST FOR PROPOSAL FOR THE DEVELOPMENT OF PORTOLA PARK FOR THE DEVELOPMENT FOR A MULTI-USE STATE OF THE ART CULTURAL ARTS AND SPORTS COMPLEX.

Said motion CARRIED by the following roll call vote:

AYES: Garcia, Felix, Kempker, Laveaga, Schmidt, Surich

NOES: NONE ABSENT: Trujillo

ABSTAIN:

I. ADMINISTRATIVE MATTERS:

Community Services Manager Albarian gave an update on the Holiday Wishes program that will take place on December 15 and 16. This will be a drive thru pick up in the back of the community center. The program expanded its participants to include Seniors from Meals on Wheels and youth from the Employment and Training programs. Preselected families from Child Development, La Habra City School District and Lowell Joint School District will receive new toys and a Home for the Holidays activity bag. We are also taking community referrals. Thank you Commissioners Laveaga, Kempker and Surich for volunteering to help stuff the activity bags.

Director of Community Services Fujio gave an update on the recent Red Cross Blood Drives. The next drive is on December 29^{th} from 1-7 p.m. at Veterans Hall. Donations help save three lives.

The City Council Reorganization will take place on Monday, December 21st. Due to Covid, this will be a very small outdoor ceremony for the new council members to do their oath of office statement at 4:30 p.m. on the steps of City Hall. The regular city council meeting will start at 6:30 p.m.

Covid update by the State and County keeps changing by the day. This impacts our parks and playgrounds. Currently the parks are closed. Unfortunately, the current Covid cases in La Habra continue to increase each week. City Hall and the Community Center will be closed to the public. City Hall will be on holiday break from December 23 – January 4. Please stay safe!

II. COMMISSIONER DISCUSSION:

Commissioner Felix thanked staff for their work.

The Lions are completing a new mural at El Centro Park. It looks really great!

Commissioner Garcia also thanked staff and wished everyone a wonderful holiday.

Commissioner Surich congratulated Kathy Felix on a top award from the Lions Club and Happy Holidays, Happiness and Health. Everyone be safe and I'll see my fellow commissioners in 2021.

Commissioner Laveaga said the Shop La Habra Christmas program has been extended to December 18th. Please support local businesses. She will miss the annual holiday gathering but looks forward to getting together when it's safe.

III. ADJOURNMENT:

Chair Laveaga adjourned the meeting at 7:45 p.m. to Wednesday, January 13, 2021, in the City Council Chamber, 100 East La Habra Boulevard, La Habra, California.

Respectfully submitted,
Kimberly Albarian, Recording Secretary
APPROVAL: This is to certify that these Minutes were approved by the La Habra City Council on
Laurie Swindell, CMC City Clerk

CITY OF LA HABRA EARLY HEAD START PROGRAM MONTHLY REPORT 2020-21 FISCAL SCHOOL YEAR

For Consideration for meeting dated December 9, 2020

Program Information Summary (PIS) Report: October, 2020 (Attachment 1)

Section A: Agency Profile

Item	Previous Month Report	Current Month Report
Funded Enrollment	50	50
Number Enrolled (Cumulative)		
Number of Children	48	48
Number of Pregnant Moms	1	1
Number in the Waiting list	0	- 1
Enrollment by Eligibility		
Below 100% Poverty Line	32	32
Categorically Eligible	11	11
Over-Income	6	6

Section B: Staff and Qualifications

Item	Supervisor	Home Base Educator
Total Number of Child Development Staff by Position	1	5
With a BA Degree	1	3
With an AA Degree	0	1
Without a Degree, enrolled with a Waiver	0	1

Section C: Child and Family Services

Item	Previous Month Report	Current Month Report
Number of Children/ Pregnant Women with Health Insurance	45	49
Number of Children with an Ongoing Source of Continuous, Accessible Health Care (Medical Home)	35	44
Number of children up-to-date with well-baby checks	29	_ 26

Information Shared:

- > Training Info: Head Start Management Systems & Compliance (Attachment 6)
- > Federal Register Notice (Attachment 7)

Action Items, For Approval:

- > Self-Assessment Timeline for 2020-2021 (Attachment 8)
- ➤ Child Development Staff Handbook, revised November 2020 (Attachment 9)
- > Grantee 2019-2020 Period II Monitoring Follow-up on Corrective Action Plan
 (Attachment 10)

Monthly Program Information Summary Data Collection Worksheet	2020
Delegate La Habra: Early Head Start	t Nov Dec Tan Feb N
* Use ChildPlus Report (9700) and audit reports where noted Report due on or before the 5th of each month	
A. ENROLLMENT & PROGRAM OPTIONS	
1. Enrollment Year	すっつのシーン・ムート
a. Start Date	7/1 7/1 7/1 7/1 1/2
b. End Date	9 02/9 02/9
FUNDED ENROLLMENT	arta arta
2. Funded Head Start or Early Head Start Enrollment	
a. Head Start/Early Head Start Funded Enrollment, as identified on NOA	50 50 50 50
3. Center-based option - 5 days per week	
a. Full-day enrollment	
1. Of these, the number available as full-working-day enrollment	
a. Of these, the number available for the full-calendar-year	
b. Part-day enrollment	
1. Of these, the number in double sessions	
4. Center-based option - 4 days per week	
a. Full-day enrollment	
b. Part-day enrollment	
1. Of these, the number in double sessions	
5. Home-based option	50 50 50 50
6. Combination option	
7. Family child care option	
a. Of these, the number available as full-working-day enrollment	
1. Of these, the number available for the full-calendar-year	
8. Locally Designed Option	
CLASSES AND GROUPS	
12. Total number of classes operated	
a. Of these, the number of double session classes	

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

Waitlist (2006) / Enrollment (2007) / Average Daily Attendance (Center-based Programs)

Number of children on Waitlist

Monthly Enrollment

Average Daily Attendance

			20	2020					20	2021		
	2	Aug	Sep	Oct	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	Dec	Jan	Feb	Mar	Apr	May	Jun
nonth												
(2301)	1											
	0	0	0	=								
_	41	42	42	47								
-												

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

d. License, certification, or credential held:

month	
of each	
5th	
the	
before	
9	
O	
que	
Report	

Nov	
Oct Nov	
Sep	
Aug	
Jul	
	0

Jul And San						20	2021		
dan Gara	Oct Nov Dec Jan Feb I	Nov	Dec	Jan	Feb	Mar	Apr	Mar Apr May Jun	Jun
nonth									

Nursing, non-RN, i.e. LPN, CNA, etc.	
Family development credential (FDC)	
. Child development associate credential (CDA)	114
State-awarded certification, credential, or license appropriate to the option in which they are	
working, i.e. nome-based option or family child care option	

Of those in B.9.e, the number enrolled in:

- 1. An advanced degree or license
- 2. A baccalaureate degree
- 3. An associate degree
- 4. Studies leading to a non-degree license, certificate, or credential

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun 2021 22 22 0 42 4 22 8 4 28 16 2 0 2020 22 8 0 40 72 16 42 42 28 14 4 $\overline{\circ}$ 22 18 8 0 34 16 28 42 42 7 0 ᅙ 0 8 21 13 34 0 22 33 9 23 9 0 Report due on or before the 5th of each month immunizations possible at this time, but who have not received all immunizations appropriate for their age 21. Of the number of pregnant women served, the number who received a professional dental examination(s) a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported 19. Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional Monthly Program Information Summary Data Collection Worksheet 11. Number of children who have been determined by a health care professional to be up-to-date on all 12. Number of children who have been determined by a health care professional to have received all 13. Number of children who meet their state's guidelines for an exemption from immunizations 1. Of these, the number of children who have received or are receiving treatment 17. Number of children with continuous, accessible dental care provided by a dentist Pregnant women dental services (EHS programs) (9700/9740) dental examination since last year's PIR was reported (9700/9708) Age-appropriate primary oral health care expired 30 days or less Immunization services - children (9700/9708/9760) * Use ChildPlus Report (9700) and audit reports where noted Professional Dental Exams (3035) (HS Programs) Number of children with oral health screens (EHS only) Non-Expired age-appropriate primary oral health care Delegate La Habra: Early Head Start and/or treatment since last year's PIR was reported Professional Dental Exams expired 30 days or less Primary Oral Health (3035) (EHS programs) Primary Oral Health (3035) (EHS programs) Number of children with dental exams (EHS only) Expired age-appropriate primary oral health care Missing age-appropriate primary oral health care Dental home - children (9700/9708) immunizations appropriate for their age Non-Expired Professional Dental Exams Expired Professional Dental Exams Missing Professional Dental Exams

Newly enrolled children with * Use ChildPlus Report (9700) and

On Time (45 days)

ormation Summary	ormation Summary Data Collection Worksheet		7	2020				2021		
arly Head Start		Jul A	ng Sep	Oct	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	Jan	Feb N	far A	or Ma	v Jur
d audit reports where noted	Report due on or before the 5th of each month	-							-	L
vith Vision screenings completed (3001)	oleted (3001)							-	+	-
		-	H	1 2	-		-	F	-	L

	p	
	None Completed	
	S	
Late	None	

9 00

AutoSum

Newly enrolled children with Hearing screenings completed (3001)

- On Time (45 days)
- Late
- None Completed

Newly enrolled children with Developmental screenings completed (3001)

8

0 0

0 0

AutoSum

0

0

- On Time (45 days)
- Late
- None Completed

Newly enrolled children with Behavioral sc

- On Time (45 days)
- Late
- None Completed

	_		_	
	22	0	m	8
	2	0	0	2
	2	0	0	2
	2	0	0	2
				AutoSum
(3001)				
creenings completed (3001)				
nings o				

mary Data Collection Worksheet	<i>‡</i>
Ξ	tar
S	SP
ion	lea
nat	1/1
forr	Earl
된	ä
ram	tab
T 0g	[a]
<u>~</u>	te 1
	ga
lon)e/¢
2	7

Monthly Program Information Summary Data Collection Worksheet			7	2020	2021
Delegate La Habra: Early Head Start	חַר	Aug	1 Sep	Sep Oct Nov Dec	Jan Feb N
* Use ChildPlus Report (9700) and audit reports where noted Report due on or before the 5th of each month	nth		_		
				AND ROBING	
Home Base Services by MONTH (Agency Preference)-HOME VISIT Benchmarks			8		
Based on funded enrollment, the expected number of Home Visits	isits 200	200	0 200	00 200	
Based on actual enrollment, the expected number of Home Visits	isits 168	3 162	2 165	5 178	
Home Base Services by MONTH (Agency Preference)-HOME VISIT Services	um 164	166	6 165	178	
Number of Home Visits Completed	164 nuth	4 166	5 165	172	
Number of Home Visit Parent Cancellations		0	0	9	
Number of Home Visit Program Cancellations (required to be made up)		0	0	0	
Home Base Services by MONTH (Agency Preference)-SOCIALIZATION Benchmarks					
Based on funded enrollment, the expected number of Socializations	ons 100	001	0 100	1001	
Based on actual enrollment, the expected number of Socializations	96 suo	84	4 84	96	
Home Base Services by MONTH (Agency Preference)-SOCIALIZATION Services					
Number of Socializations Attended Current Month	onth 10	22	2 10	20	
Home Base Services by YEAR-TO-DATE (Agency Preference)-HOME VISIT Benchmarks					
Based on funded enrollment, the expected number of Home Visits	sits 200	400	009 0	800	
Based on actual enrollment, the expected number of Home Visits	sits 168	3 326	6 491	629	
Home Base Services by YEAR-TO-DATE (Agency Preference)-HOME VISIT Services	um 164	1 330	3 495	674	100mm 日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日
Number of Home Visits Completed)ate 164	330	1 495	899	
Number of Home Visit Parent Cancellations	o atec		0	9	
Number of Home Visit Program Cancellations (required to be made up)	o etec		0	0	
Home Base Services by YEAR-TO-DATE (Agency Preference)-SOCIALIZATION Benchmarks					
Based on funded enrollment, the expected number of Socializations	001 suc	200	300	400	
Based on actual enrollment, the expected number of Socializations	96 suc	180) 264	358	
Home Base Services by YEAR-TO-DATE (Agency Preference)-SOCIALIZATION Services					
Number of Socializations Attended	ate 10	32	42	62	



Early Head Start Basic Budget

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	316,191.00	22,197.27	84,065.83	232,125.17
FRINGE BENEFITS	110,997.00	7,618.82	34,881.10	76,115.90
TRAVEL	0.00	0.00	0.00	0.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	17,702.00	57.43	2,574.33	15,127.67
CONTRACTUAL	11,500.00	55.00	825.00	10,675.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	13,492.00	1,481.52	6,582.53	6,909.47
INDIRECT COSTS	0.00	0.00	0.00	0.00
TOTAL	\$469,882.00	\$31,410.04	\$128,928.79	\$340,953.21

Early Head Start T&TA

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	0.00	0.00	0.00	0.00
FRINGE BENEFITS	0.00	0.00	0.00	0.00
TRAVEL	9,400.00	0.00	0.00	9,400.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	0.00	0.00	0.00	0.00
CONTRACTUAL	0.00	0.00	0.00	0.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	1,850.00	0.00	0.00	1,850.00
INDIRECT COSTS	0.00	0.00	0.00	0.00
Total	\$11,250.00	\$0.00	\$0.00	\$11,250.00

Non-Federal Share (In-Kind)

	Approved	Cost This	Cost to Date	Budget
	Budget	Period	Amount	Amount
	Amount	Amount	Total	Remaining
EHS Basic	118,481.26	1,350.00	5,400.00	113,081.26
EHS T&TA	1,801.74	0.00	0.00	1,801.74
Total	\$120,283.00	\$1,350.00	\$5,400.00	\$114,883.00
Reimbursement Reques	t Total	<u>\$31,410.04</u>		

ATTACHMENT 3

City of La Habra Child Development Division

Credit Card Expenses

Month Reporting: October, 2020

Charge By	Date Charged	Item/ Purpose	Amount
Smart & Final	10/5/2020 10/9/2020	PD State Preschool: Cooking Activity FD State Preschool: Cooking Activity	\$34.93 \$121.17
(Non-Food Program)		School-Age Food Containers	\$158.92
Smart & Final (Food Program Items)		Total:	\$315.02

Charge By	Date Charged	Item/ Purpose	Amount
Bank of the West	10/8/2020	CACFP Virtual Training Registration	\$149.00
Credit Card	10/16/2020	Amazon- Laptop bag home-educator	\$23.80
(M. Garcia)			
Bank of the West	9/26/2020	Amazon- class supplies	\$33.32
Credit Card	9/28/2020	Teachstone: recert for AM and JP	\$250.00
(A. Morales)	10/3/2020	Walmart: Classroom Activity	\$75.17
	10/9/2020	Dollar Tree: Classroom Activity	\$35.59
	10/12/2020	Wallmart: Speciality Food/ Class Act	\$25.15
	10/13/2020	Grocery Outlet: Class Activity	\$4.29
	10/14/2020	Amazon - Classroom Supplies	\$70.11
	10/15/2020	Stater Brothers - Class Activity	\$36.55
Bank of the West	10/9/2020	Trader Joe's - Specialty Food	\$49.75
Credit Card		V	
(A. Marceau)			
		Total:	\$752.73

Child & Adult Care Food Program Claim For Reimbursement Summary for October 2020

ATTACHMENT 4

04320-CACFP-30-GM-CS CITY OF LA HABRA-CHILD DEV DIVISION

110 E LA HABRA BLVD LA HABRA, CA 90631-5436 Vendor #: 21830Z payment address

Reduced

Base

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Oct 2020	0	11/09/2020	11/09/2020	11/12/2020	Original
Child Care					
		Free	Reduced	Base	Tota
Enrollment Totals		34	24	15	73
Eligibility Percentag	es	46.58%	32.88%	20.54%	100%
Agency Totals			Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast					
Free			456	1.8900	861.84
Reduced			322	1.5900	511.98
Base			201	0.3200	64.32
		Total	979		1,438.14
AM Snack					
Free			104	0.9600	99.84
Reduced			74	0.4800	35.52
Base			46	0.0800	3.68
		Total	224		139.04
Lunch					
Free			513	3.5100	1,800.63
Reduced			362	3.1100	1,125.82
Base			227	0.3300	74.91
CIL			1,102	0.2450	269.99
		Total	1,102		3,271.35
PM Snack					
ree			502	0.9600	481.92
Reduced			354	0.4800	169.92
Base			222	0.0800	17.76
		Total	1,078		669.60
School Age					
		Free	Reduced	Base	Total
nrollment Totals		32	32	24	88
ligibility Percentage	s	36.36%	36.36%	27.28%	100%
Igency Totals			Meals/Snacks	Federal	Reimbursement
-			medis/ Slideks	Rate	Amount
reakfast			E70	1 9000	4 000 10
ree			578	1.8900	1,092.42

578

435

1.5900

0.3200

919.02

139.20

CITY OF LA HABRA CCFP-CENTERS FOOD ALLOCATION FOR THE FISCAL YEAR 2020-21

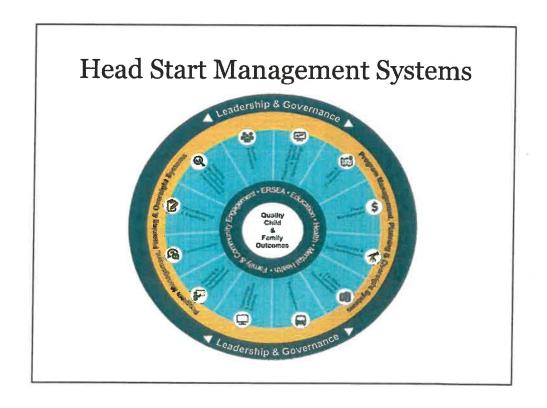
ATTRICHIMENT 5

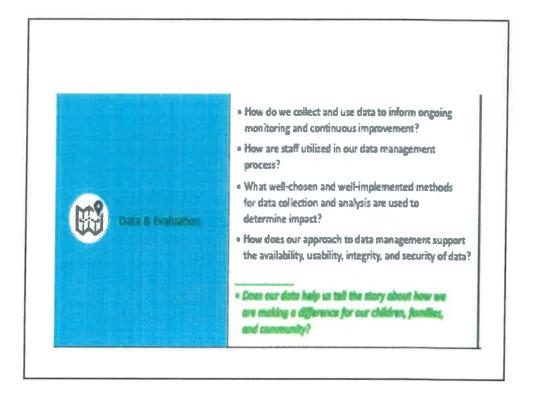
FOOD REVENUE vs FOOD EXPENDITURES ANALYSIS

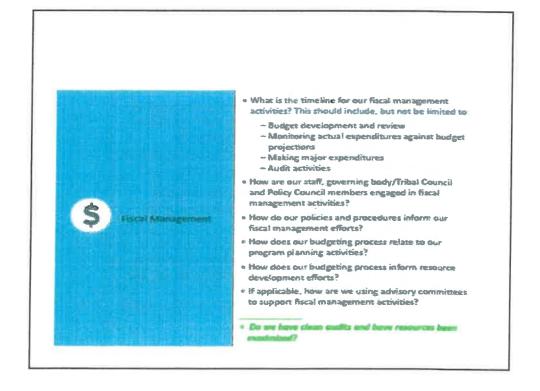
		School Age			State-Preschool	ol			Revenue
Month		CCTR (38501)			CSPP (38502)		Total	<u>a</u>	Over/ (Under)
	4702	7114		4702	7114		4702	7114	Expenditure
	Food	Food	Net	Food	Food	Net	Food	Food	Not
	Revenue	Expense	Amount	Revenue	Expense	Amount	Revenue	Expense	Amount
Jul-20	\$ 7,740.43	\$ 6,929.46	\$ 810.97	\$ 1,117.47	\$ 944.94	\$ 172.53	\$ 8,857.90	\$ 7,874.40	\$ 983.50
Aug-20	\$ 7,369.38	\$ 4,074.38	\$ 3,295.00	\$ 3,311.97	\$ 2,841.27	\$ 470.70	\$ 10.681.35	\$ 6.915.65	\$ 376570
Sep-20	\$ 8,653.85	\$ 9,038.84	\$ (384.99)	\$ 4,946.83	\$ 6,346.62	\$ (1,399.79)	\$ (1,399.79) \$ 13.600.68 \$ 15.385.46	\$ 15.385.46	()
Oct-20	\$ 7,728.23	7,728.23 \$ 6,079.98	\$ 1,648.25	\$ 5,518.13	\$ 4,319.04	\$ 1,199.09	\$ 13,246.36	\$ 10,399.02	69
Total	\$ 31,491.89	\$ 26,122.66	\$ 5,369,23	\$ 14:894.40	\$ 26,122.66 \$ 5,369.23	\$ 442 53	\$ 46.386.20	\$ 40 574 53	A
YTD Cook	⇔	\$ 12,296.58 \$ (12,296.58) \$	\$ (12,296,58)	⇔	\$ 15 671 74	\$ 15 671 74 \$ <i>(</i> 15 671 74) \$		\$ 27.068.22	9
									1 (1:3000)
Adjusted Total	\$ 31,491.89	\$ 31,491.89 \$ 38,419.24 \$ (6,927.35) \$	\$ (6,927.35)	\$ 14,894.40		\$ 30,123.61 \$ (15,229.21) \$ 46,386.29	\$ 46,386.29	\$ 68,542.85	\$ (22,156.56)
% of Food expense		83%			97%			87%	

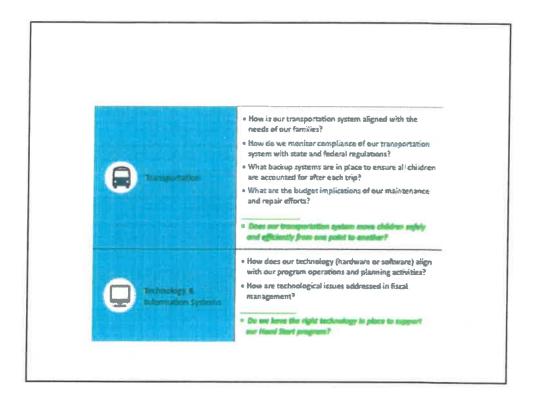
ATTACHMENT 6

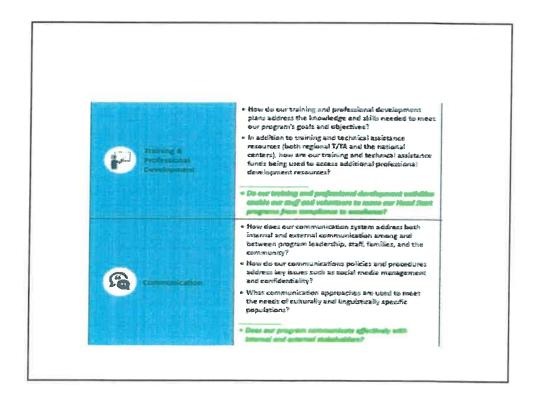


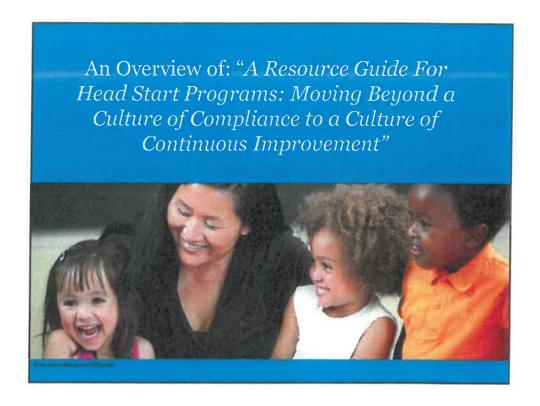












Head Start Leadership, Excellence, and Data Systems (LEADS) A Resource Guide for Head Start: Moving Beyond a Culture of Compliance to a Culture of Continuous Improvement

Approach

- Draw from research
- Complement and draw in existing technical assistance materials
- Help Head Start and Early Head Start programs:
- · Understand how data can help them
 - Foster a culture of learning
 - · Increase ability to continuously improve quality

Part II: Culture Shift



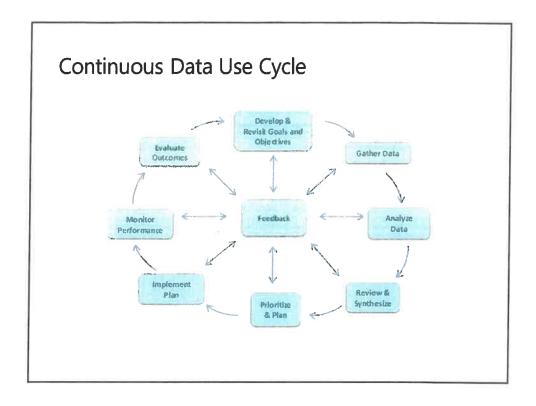
Indicators of a "culture of continuous improvement"

- <u>Curlosity</u> described as asking the "how" and "why" questions about children and families in your program.
- Reflection a continuous review of program policies and predisposition to seek feedback, applying when necessary to avoid "inertia".
- Tolerance of failure and vulnerability recognizing when things aren't working and making appropriate course corrections.
- <u>Use of feedback</u> related to reflection, this indicator is about the use of data to assess whether or not strategies or programs are making a difference for children and families.
- Systems thinking which involves stepping back and considering the broader context in which Head Start programs operate and understanding that change is incremental.

Adapted from, "School Readiness for All Children: Using Data to Support Child Outcomes."
National Center on Quality Teaching and Learning at the University of Washington, 2011.

Part III: Using Data

- **Teachable moments:** When we think about opportunities for children to learn, we see every moment as holding the potential for learning. We can use their daily activities and routines to help them understand new things about the world around them and to change their behaviors.
- Continuous Quality Improvement applies the same logic to organizational learning. If you are observing and recording, you will find learnable moments every day that you can take action on to improve your organization.



Part V: Engaging Stakeholders

- Strategies for Engaging Stakeholder Groups:
- Staff: Data Orientation, Reflective Supervision, Data Review Meetings, Data as Part of Regular Staff Meetings
- Policy Council and Board: Routine Data Updates, the Four A's of Reporting Data
- Families: Routine Sharing of Child Data

View the web version

ATTACHMENT -Go to ECLKC







Three Federal Register notices are included here. The first is a comment request related to the National Survey of Children's Health. The second solicits comments for Title V Maternal and Child Health Services Block Grant to States Program guidance and forms. The third notice issues a final rule to streamline the Medicaid and Children's Health Insurance Program (CHIP).

Title: Agency Information Collection Activities; Submission to the Office of Management and Budget (OMB) for Review and Approval; Comment Request; National Survey of Children's Health

Category: Notices

Issuing Agency: U.S. Department of Commerce, Census Bureau

Action: Notice of Information Collection; Request for Comment

Issue Date Month/Year: 11/2020

Citation: Federal Register Volume 85, Number 218 (Tuesday, November 10, 2020) Pages 71603-71605

URL: https://www.govinfo.gov/content/pkg/FR-2020-11-10/html/2020-24920.htm

Summary: The Department of Commerce, in accordance with the Paperwork Reduction Act (PRA) of 1995, invites the general public and other Federal agencies to comment on proposed, and continuing information collections, which helps us assess the impact of our information collection requirements and minimize the public's reporting burden. The purpose of this notice is to allow for 60 days of public comment on the proposed revision of the National Survey of Children's Health, prior to the submission of the information collection request (ICR) to OMB for approval.

Action Date: To ensure consideration, comments regarding this proposed information collection must be received on or before January 11, 2021.

Contact: Sheleen Dumas, Department PRA Clearance Officer, Office of the Chief Information Officer, Commerce Department, SDumas@doc.gov.

Full Text: https://www.govinfo.gov/content/pkg/FR-2020-11-10/html/2020-24920.htm

Title: Agency Information Collection Activities: Submission to OMB for Review and Approval: Public Comment Request; Information Collection Request Title: Title V Maternal and Child Health Services Block Grant to States Program: Guidance and Forms for the Title V Application/Annual Report OMB No. 0915-0172-Revision

Category: Notices

Issuing Agency: U.S. Department of Health and Human Services, Health Resources and Services Administration

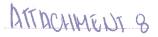
Action: Notice

Issue Date Month/Year: 11/2020

Citation: Federal Register Volume 85, Number 219 (Thursday, November 12, 2020) Pages 71925-71927

URL: https://www.govinfo.gov/content/pkg/FR-2020-11-12/html/2020-25031.htm

Summary: In compliance with of the Paperwork Reduction Act of 1995, HRSA has submitted an Information Collection Request (ICR) to the Office of Management and Budget (OMB) for review and approval. Comments submitted during the first public review of this ICR will be provided to OMB. OMB will accept further comments





City of La Habra Service Area Plans, Policies & Procedures Self-Assessment 2020-2021



Activity	Person Responsible	Completion Date	Evidence of Completion	Status
Review SA procedures and	CD Manager	9/27/2020	Draft	
update, as needed.			procedures/timeline	
PC review and approve SA	EHS	10/30/2020	Meeting agenda,	
procedure and timeline	Coordinator		minutes	
Commissioners' approval of	CD Manager	10/30/2020	Meeting agenda	
the SA procedures timeline			Approval forms	
Submit Plan to OCHS	CD Manager	11/01/2020	E-mail submission	
Self-Assessment Planning	CD Manager, EHS Coordinator, Consultants	11/15/2020	Meeting agenda and sign-in sheet.	
SA Documentation Preparation	CD Manager, EHS Coordinator, Staff	12/01/20 - 1/08/21	Instructions / Review Boxes	
Select and notify team members	CD Manager, EHS Coordinator, Consultants	01/11/2021	Team Schedule / Meeting Notice	
Evaluate Progress towards Goals and Objectives and child outcomes	CD Manager, EHS Coordinator	01/22/2021	Summary Notes	
Self-Assessment Team Training	CD Manager, EHS Coordinator	1/25/2021	Training agenda, packets, sign-in sheet	
Conduct Self-Assessment	SA Team	1/25/2020- 2/05/2021	Completed Tools	
Analyze SA Results & Compile draft SA Report	CD Manager, EHS Coordinator, Consultants	2/12/2021	SA Analysis Draft SA Report	
Staff Meeting to discuss SA Report and draft CAPs	CD Manager, EHS Coordinator	2/19/2021	Agenda, Presentation /Sign- in sheet / Draft CAPs	
Finalize SA Report & CAPs	CD Manager, EHS Coordinator	2/26/2021	Final SA Report & CAPs	

Approved By:	
Commission Approval Date:	
PC Approval Date:	



- Orderliness: Keeps materials, supplies, and equipment well organized to present an attractive, orderly, and inviting appearance to the classroom or any other area being used.
- Responsibility: Assumes personal responsibility for small problems in the environment which others have neglected or have not been aware of (i.e., trash, lack of water, animals, and so forth).

Facilities

City of La Habra Child Development Division administers services to the children and families in four (4) Sites for the State Funded Programs and a Home-Based program for the Early Head Start Program.

The Administrative Office and other support services are housed in the Main office at 215 N. Euclid Street, La Habra, CA 90631.

The site locations are as follows:

MAIN OFFICE

215 N. Euclid Street La Habra, CA 90631 (562) 905-9630

EARLY HEAD START

215 N. Euclid Street La Habra, CA 90631 (562) 905-9744

STATE PRESCHOOL

Part-Day Program
Child Development Center

401 S. Euclid Street La Habra, CA 90631 (562) 905-9612

Full-Day Program
Euclid Main

215 N. Euclid Street La Habra, CA 90631 (562) 905-9630

Whittier Preschool

1440 Whittier Blvd. La Habra, CA 90631 (562) 697-1471

SCHOOL-AGE YEAR-ROUND PROGRAM

Claire Brown Site (CBC)

305 S. Euclid Street La Habra, CA 90631 (562) 905-9632

Child Development Center

401 S. Euclid Street La Habra, CA 90631 (562) 905-9612

Girls Activity Building (GAB)

500 Granada Street La Habra, CA 90631 (562) 501-5844





GRANTEE ONGOING MONITORING CORRECTIVE ACTION PLAN (CAP)

Period 1 CAP due on April 10, 2020

Corrections due on June 9, 2020

Due to the COVID-19 pandemic and center closures, for the Period 2 monitoring period delegate agencies will be required to follow-up on Period 1 non-compliances.

Period 2 Follow-Up due on November 13, 2020

Program Name: City of La Habra

Date of Report: March 11, 2020

45 CFR §1302.15(a) Non- Section 12 Non- RESEA Compliance Agreement Section 12	Regulation/ System or SAPPP Service Level	ONGOING MONITORING RESULTS - Completed by Grantee Only
Delegate has not ensured full ance enrollment based on the City of La Habra's EHS funded enrollment level.	ance Compliance Measure (Description)	6 - Completed by Grante
CAP due 4/10/20, 30 calendar days from issued date; Correction of Non- Complianc e due 6/9/20, 90 calendar	OCHS Assigned Due Date	e only
La Habra EHS Program was not fully enrolled in the month of February when the children who turned 3 were transitioned out of the program. At that time, children on the waitlist are over-income or aged-out. The program is unable to enroll due to the maximum allowed number of children to be enrolled within the over-income category. Delegate is actively recruiting families	Corrective Action Plan	CORRECTIVE ACTION PLAN- To be Completed by Delegate
CD Manager EHS Coordinator	Person(s) Responsible	ompleted by t
6/9/2020	Timeline for Completion (Date)	Delegate
A crucial component of this corrective action should be that the program will maintain a waitlist throughout the program year which includes children who are eligible based on an income below the poverty line, receipt of public assistance,	Grantee Response to Corrective Action Plan	GRANTEE
As of November 1st. We have 45 enrolled. We are continually going out to recruit, making calls to ex parents in the program to pass on info regarding EHS. Also, at this time, we are waiting on a parent to bring enrollment paperwork.	Period 2 Follow-Up: Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to	To be Completed by

ONGOING M	IONITORING	RESULTS - Col	ONGOING MONITORING RESULTS - Completed by Grantee Only	se Only	CORRECTIVE ACTION PLAN- To be G	Completed by Delegate	Delegate	GRANTEE	To be Completed by
Regulation/ SAPPP	System or Service Area	Compliance Level	Compliance Measure (Description)	OCHS Assigned Due Date	Corrective Action Plan	Person(s) Responsible	Timeline for Completion (Date)	Grantee Response to Corrective Action Plan	Period 2 Follow-Up: Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to achieve and/or maintain
			As per the Agreement for Delegation of Early Head Start Program Operations, the Grantee will not	calendar calendar days from issued date	Beginning in April, 2020, children who turn 3 will be dropped on the day of their 3 rd birthday instead of the end of the month to ensure no child is provided services after their 3 rd birthday.			into account the individual circumstances of the transitioning child. Performance Standard 1302.70 (b) requires programs to	age 3; she is no longer in the program.
			Subrecipient for a child that is thirty-six (36)		Transition will begin at age 2.5yrs to ensure the parents are well prepared to leave the program on their child's			child's developmental level, health and disability status	
			and still		o- Dirinday.			family circumstances and the availability of	
			if the					preschool programs	
			has failed to					that meet the needs of the child and	
			receive Grantee					family. This regulation also allows	
								in EHS after the	
								for a limited number	
								if necessary for an	
								appropriate transition. In	
								addition, the	
								Allama for	

Sandroe Level Compliance Area Compliance Level Compliance Level Compliance Complian	ONGOING M	ONITORING	RESULTS - COI	ONGOING MONITORING RESULTS - Completed by Grantee Only	ee Only	CORRECTIVE ACTION PLAN- To be C	Completed by Delegate	Delegate	GRANTEE	To be Completed by
Early Head Start Program Operations, this is a maximum and any child encoded that exceeds that exceeds that exceeds that be considered an "erroneous" encodered an "erroneous" Delegate did not implement a Record Compliance effectively	Regulation/ SAPPP	System or Service Area	Compliance Level	Compliance Measure (Description)	OCHS Assigned Due Date	Corrective Action Plan	Person(s) Responsible	Timeline for Completion (Date)	Grantee Response to Corrective Action Plan	Period 2. Follow-Up: Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to achieve and/or maintain the corrections.
errolled that exceeds this exceeds this exceeds this maximum will be considered an "erroneous payment" and a desermined eligible based on determined eligible children and and ensuring that there are eligible children awaiting general (1302.15(a), and ensuring that there are eligible children awaiting general (1302.15(a), and exceeding the 10% over income to avoid information to determine eligibility. ERSEA Non- a Calendar (Applework will be collected at the end of each month to determine eligibility. In the end of each month				Early Head Start Program Operations, this is a maximum and any child		over-income category will be transitioning out of the program. No child in the over-income category will be enrolled for the remainder of the school year.			for enabling the program to fill slots in a timely manner, within a maximum of 30 days, when	
maximum will be considered an "erroneous payment" and a be considered an "erroneous payment" and a disallowance. Delegate did Record R				enrolled that		EHS coordinator will track family			children transition or drop from the	
be considered an "erroneous payment" and a disallowance. CD Manager will be responsible for the second check of family information to determine eligibility. ERSEA Non- a Record Compliance recordkeeping defectively ensure the ensure the accuracy, completed end coursistency of ERSEA and consistency of ERSEA and courselity, documentation, and consistency of East and consistency of				maximum will		income and ensure each are determined eligible based on			program (1302.15(a), and ensuring that	
payment" and a disallowance. CD Manager will be responsible for the second check of family selection who are not over income to avoid exceeding the 10% over income to avoid exceeding the 10% over income to avoid exceeding the 10% over income requirement the end of each month to determine eligibility. ERSEA Non-Record Compliance recordkeeping system to effectively ensure the effectively accuracy, completeness, and consistency of ERSEA and consistency of ERSEA education, calendar of ERSEA education, calendar of ERSEA education in the guidelines. CAP due burn: CAP due eligibility is within the guidelines. Calendar completed with the newborn child's information instead of keeping the ecompleted for the paperwork will be completed for the newborn; clarification requested). Compliance eligibility is within the guidelines. CAP due eligibility. CAP due requirement (1302.12(c)(2). For the transitioning mother to newborn, the corrective action indicates that all new paperwork will be completed for the newborn; clarification is needed here as per procedure a new Income Eligibility worksheet is not days from based on their responses to the completed for the complete is not completed for the complete completed for the complete complete complete complete complete complete complete complete complete comple	Pro 1920-000 -000			be considered an "erroneous		categories.			there are eligible	
the second check of family Information to determine eligibility. CAP due ChildPlus reports will be collected at the end of each month to determine eligibility. ERSEA Non-Record Compliance recordkeeping keeping system to effectively ensure the accuracy, completeness, and consistency of ERSEA documentation, calendar of each month to determine eligibility. CAP due Information instead at the exceeding the option from enwborn; clarification instead of keeping the corrective action indicates that all new paperwork will be completed for the newborn; clarification indicates that all new paperwork will be completed for the newborn; clarification indicates that all new paperwork will be completed for the newborn; clarification indicates that all new paperwork will be completed for the newborn; clarification indicates that all new paperwork will be completed for the newborn; clarification indicates that all new	Indiana de calle			payment" and a		CD Manager will be responsible for			selection who are not	
ChildPlus reports will be collected at the end of each month to determine eligibility is within the guidelines. Delegate did A/10/20, Program to implement a complement of experiment be effectively ensure the accuracy, of ERSEA of ERSEA and consistency of ERSEA documentation, and consistency of ERSEA and completed with the newborn child's ensure the and consistency of ERSEA and completeness. CAP due the end of each month to determine eligibility is within the guidelines. CAP due the end of each month to determine eligibility is within the guidelines. CAP due the end of each month to determine eligibility is within the guidelines. CAP due requirement (1302.12(c)(2). Transitioning Pregnant Mother to (24/9/20, Manager of the corrective action indicates that all new paperwork (clarification regarding this process will be completed for the newborn; clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed for the				disallowance.		the second check of family information to determine eligibility.			over income to avoid exceeding the 10%	
the end of each month to determine eligibility is within the guidelines. Delegate did not implement not implement not implement a completed compliance recordkeeping keeping keeping system to effectively ensure the accuracy, completeness, and consistency of RRSEA of ERSEA and courserly date; of ERSEA and coursely documentation, completed for the passed on their responses to the completed for the passed on their responses to the completed for the completed for the eligibility is within the guidelines. CAP due aligibility is within the guidelines. CD 6/9/2020 For the transitioning mother to newborn, the corrective action indicates that all new paperwork will be completed for the accuracy, of Non-completed for the accuracy, of Non-completed for the accuracy. Completed with the newborn child's EHS All enrollment paperwork (clarification indicates that all new paperwork will be coordinator enwork will be accuracy. Completed for the endown child's coordinator enwork will be accuracy. Completed with the newborn child's Coordinator enwork will b						ChildPlus reports will be collected at			over income requirement	
Delegate did A/10/20, Record Record Compliance recordkeeping Record Record Record Record Compliance recordkeeping Record Record Record Record Compliance recordkeeping System to issued effectively ensure the accuracy, completeness, and consistency of ERSEA All enrollment paperwork will be completed with the newborn child's information instead of keeping the mother's paperwork (clarification regarding this process will be requested). Coordinator Remark Mother to Newborn: All enrollment paperwork will be completed for the newborn; clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed for the newborn; clarification is needed homeless and consistency of ERSEA Complianc regarding this process will be completed for the newborn; clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed for the completed for the newborn; clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed for the						the end of each month to determine eligibility is within the guidelines.			(1302.12(c)(2).	
Record Compliance recordkeeping keeping keeping calendar completed with the newborn child's information instead of keeping the ensure the accuracy, completeness, and consistency of ERSEA documentation, completed on their responses to the accumentation and countents of design and completed on their responses to the accumentation.	45 CFR §1302.101(b)(4			Delegate did	CAP due 4/10/20	Transitioning Pregnant Mother to	B	6/9/2020	For the transitioning	We are currently
Record Compliance recordkeeping calendar completed with the newborn child's system to issued effectively ensure the accuracy, completeness, and consistency of ERSEA documentation, regarding this process will be determined homeless don their responses to the completed for the newborn; clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed for the newborn; clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed for the completed for the newborn child's EHS indicates that all new paperwork (clarification completed for the newborn; clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed for the completed for the completed for the newborn; clarification indicates that all new paperwork (clarification completed for the newborn; clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed with the newborn child's clarification instead of keeping the completed for the newborn; clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed with the newborn child's clarification indicates that all new paperwork (clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed for the completed for the newborn; clarification is needed here as per procedure a new Income Eligibility Worksheet is not completed for the newborn.	;	ERSEA	Non-	9	30	All enrollment paperwork will be	Manager		mother to newborn,	serving 1 pregnant
information instead of keeping the effectively date; ensure the accuracy, completeness, and consistency of ERSEA documentation, calendar and consistency and complete to based on their responses to the days from the effectively date; ensure the effectively date; completed for the mother's paperwork (clarification regarding this process will be completed for the complete for the completed	Delegate	Record	Compliance	recordkeeping	calendar days from	completed with the newborn child's	EKS		indicates that all new	has baby we will have
ensure the accuracy, of Non-completeness, and consistency of ERSEA documentation, requested on their responses to the accuracy, of Non-completeness; and consistency of ERSEA documentation, days from accuracy, and consistency of ERSEA documentation, and consistency of ERSEA documentation, and consistency of RSEA documentation, and consistency of RSEA documentation accuracy, and consistency of Non-completed here as per procedure a new Income Eligibility Worksheet is not based on their responses to the completed for the	Agreement	Surday		effectively	issued	information instead of keeping the mother's paperwork (clarification	Coordinator		paperwork will be	all paperwork
completeness, Complianc and consistency of ERSEA documentation, documentation, calendar days from days from the completed for the complete	and 15			ensure the accuracy,	Correction of Non-	regarding this process will be requested).			newborn; clarification	name.
of ERSEA documentation, calendar days from da	OCHS SAPPP			completeness,	Complianc				procedure a new	
documentation, calendar based on their responses to the completed for the	ER-03			of ERSEA	6/9/20, 90	Families will be determined homeless			Income Eligibility Worksheet is not	
	Verifying and			primarily due to	davs from	based on their responses to the			completed for the	We continue to follow

ONGOING M	ONITORING	RESULTS - C	ONGOING MONITORING RESULTS - Completed by Grantee Only	ee Only	CORRECTIVE ACTION PLAN- To be C	Completed by Delegate	Delegate	GRANTEE
Regulation/ SAPPP	System or Service Area	Compliance Level	Compliance Measure (Description)	OCHS Assigned Due Date	Corrective Action Plan	Person(s) Responsible	Timeline for Completion (Date)	Grantee Response to Corrective Action Plan
§1302.22(c) (1)(i) Delegate Agreement Section 14	Educa- tion	Non- Compliance	not have a system in place to ensure that one home visit per week per family is scheduled and completed during periods when the program is understaffed due to staff	4/10/20, 30 callendar days from issued date; Correction of Non- Complianc e due 6/9/20, 90 calendar days from issued	In the month of December, 1 home- educator went on maternity leave and caseload was divided among the other home-educators (now with a temporary case load of 12) and 2 was given to the EHS Coordinator to ensure the maximum caseload given to each home-educator was with the allowed number. The agency was still in compliance. With the emergency departure of a home-educator in February program became over the allowed caseload. And, the cancelled visits in January was not completed,	CD Manager EHS Coordinator	6/9/2020	Plan Approved 4/10/20
					Program will determine a staff member from the child development division who can assist in the event a home-educator leaves and to take over the caseload. The staff member identified will be informed that she/he will be a substitute home-educator, in emergency situations.			
					With the COVID-19 concern of conducting home-visits in the homes; home-educators are connecting with			

ONGOING M	IONITORING	RESULTS - Cor	ONGOING MONITORING RESULTS - Completed by Grantee Only	ee Only	CORRECTIVE ACTION PLAN- To be C	be Completed by Delegate	Delegate	GRANTEE	To be Completed by
Regulation/ SAPPP	System or Service Area	Compliance Level	Compliance Measure (Description)	OCHS Assigned Due Date	Corrective Action Plan	Person(s) Responsible	Timeline for Completion (Date)	Grantee Response to Corrective Action Plan	Period 2 Follow-Up: Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to achieve and/or maintain
					will be a substitute home-educator, in an emergency situation.				SILV SOLL PARTICIPAL
					At this time, teachers from the other Child Development programs have been assisting the home-educators with connecting with the families. Each home-educator has a case load of 12. EHS Coordinator is assisting the staff members to ensure the home-visits and paperwork are completed accurately.				
					Program is actively recruiting to fill the home-educator vacancy. Interviews have been rescheduled until further notice.				
A CE					SAPPS will be updated to reflect procedure.				
\$1302.102(c)(1)(2)	Education	Non-	Delegate did not use aggregated	CAP due 4/10/20, 30	Program will use the data from CCR instead of Learning Genie.	CD Manager	6/9/20	Plan Approved 4/10/20	As of Thursday October 29, 2020,
Delegate Agreement	Data and Evaluation	Compliance	child-level assessment data to analyze	calendar days from issued date:	Program will align completion dates with the grantee to ensure reports are provided in adequate time.				able to have their Learning Genie
Occion 10			progress in	Correction of Non-	Program will use the grantee school				and data entry for the
			alignment with the Head Start	Complianc	readiness goals format to complete				currently being
			Early Learning	6/9/20, 90	Outcome Report instead of the format				completed.

45 CFR §1302.42(b)- (d) Nutrition					Regulation/ System or SAPPP Service Area	
Non-					Compliance Level	
Delegate did not implement a				to children and families, primarily due to insufficient follow-up on dental screenings/exams and vision referrals.	Compliance Measure (Description)	
CAP due 4/10/20, 30				date; Correction of Non- Complianc e due 6/9/20, 90 calendar days from issued date	OCHS Assigned Due Date	
When physicals are received from the parent, the Nurse Consultant or FSA will review the form for consultance.	SAPPS will be updated to reflect procedure.	All referrals are listed on a referral log, follow-up will be conducted monthly to ensure all follow-up and concerns are completed.	Nurse Consultant will run reports on a monthly basis to ensure no screenings is part the due date.	expiration for screenings will be 6 months from the date completed. A meeting will be conducted with EHS staff to inform them of the new procedure. FSA will print a monthly dental screening expiration and due dates information. On the month prior to the due date, FSA will inform the parent of the screening that needs to be completed for their child. Follow-up will be conducted until screening is completed.	Corrective Action Plan	median in manufactures of the second
CD Manager				FSA	Person(s) Responsible	La management
6/9/2020					Timeline for Completion (Date)	posegare
This non-compliance was in reference to				EPSDT periodicity schedule. If additional staff training on Child Plus health documentation is needed, please submit a training request. The City of La Habra EHS staff will also be invited to the grantee's Health trainings prior to the beginning of the new program year.	Grantee Response to Corrective Action Plan	ONLY
Nurse consultant began her hours on				Achieve and/or maintain the corrections. Nurse consultant began reviewing health forms as of November 2, 2020.	Period 2 Follow-Up: Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan	Delegate

ONGOING M	IONITORING	RESULTS - Co	ONGOING MONITORING RESULTS - Completed by Grantee Only	ee Only	CORRECTIVE ACTION PLAN- To be Completed by Delegate	Completed by	Delegate	GRANTEE	To be Completed by
Regulation/ SAPPP	System or Service Area	Compliance Level	Compliance Measure (Description)	OCHS Assigned Due Date	Corrective Action Plan	Person(s) Responsible	Timeline for Completion (Date)	Grantee Response to Corrective Action Plan	Period 2 Follow-Up: Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to
45 CFR §1302.52(a)	ם ה		Delegate did not ensure	CAP due 4/10/20,	Delegate follows the PFCE process of the grantee. Delegate will request the	CD Manager	6/9/2020	The timeline for the Family Success Plan	We received the Map of My Dreams in
Delegate	r i c	Compliance	Plans were	calendar days from	timeline information from the grantee to ensure program follows the	EHS		(FSP) is in the grantee FC-04 Family	Spanish just recently, paperwork was
Section 15			within the	issued	required timelines.	Coordinator		Success Plan SAPPP	distributed last week.
			required	date; Correction	EHS Coordinator will review progress			which states that the	FSA will be contacting
FC-04			timeline.	of Non-	of Family Success Plans and follow-up			be conducted and	appointments to begin
Family Success				Complianc	dates and meet with the FSA to			completed within and	the process. FSA
Plan				6/9/20, 90	timelines.			from the child's	inform them to start
				days from	TA will be requested from the			enrolled date. For the 2019-2020 program	and FSA will follow up
				date	Grantee regarding the use of the Task			year, however, the	
					List on ChildPlus to ensure we are			timeline for the City	
								on tallable the first	
					SAPPS will be updated to reflect			FSP was extended to	
					procedure.			10/31/20	